

## OFFICE OF BUDGET AND PROGRAM ANALYSIS

### FY 1999 ANNUAL PROGRAM PERFORMANCE REPORT

The Office of Budget and Program Analysis (OBPA) was established in June 1981. OBPA's predecessor organization was established on July 8, 1922, by Secretary's Memorandum No. 389, under the provisions of the Budget and Accounting Act of 1921, which designated that a Budget Officer was to have charge of the preparation of estimates and other appropriations for the Department. The agency's current major activities consist of coordinating the preparation of the Department's budget estimates, legislative reports and regulations as well as selected program analyses. OBPA is one of several Department level offices that provide centralized leadership, coordination and support for the various administrative and policy functions of the Department, by assisting program agencies in their efforts to improve service to all USDA customers.

The mission of OBPA is to provide analyses and information to the Office of the Secretary and other policy officials to support informed decisionmaking regarding the Department's programs and policies, budget, legislative, and regulatory actions.

More information regarding OBPA's programs can be found in the OBPA Strategic Plan and the OBPA Performance Plan. Only federal employees were involved in the preparation of this report. The following table provides summary information of OBPA's achievement of FY 1999 Performance Goals.

OBPA PERFORMANCE SUMMARY			
Strategic Goal/ Management Initiative	FY 1999 Performance Goals	Performance	
		Target	Actual
Goal 1: Assist the Office of the Secretary and other policy officials in decisionmaking and policy implementation by providing objective information and analyses regarding the Department's programs and policies.	Provide information and analyses that are valuable and useful to decisionmakers:		
	Agency/mission area documents are analyzed for accuracy and consistency with current policy.	Yes	Yes
	Decision and other evaluation-type memoranda are prepared to inform the Office of the Secretary about the issues and alternatives.	Yes	Yes
	Briefing materials are prepared for the Office of the Secretary to provide information and analyses about various issues.	Yes	Yes
	Analytical support and evaluations are provided for major Departmental initiatives.	Yes	Yes

Strategic Goal/ Management Initiative	FY 1999 Performance Goals	Performance	
		Target	Actual
Goal 2: Ensure the Department's Budget is consistent with policy decisions and that resources are allocated to agencies consistent with priorities and applicable laws	The USDA budget and its components are supported by sound justifications, consistent with policy direction, and submitted with the President's Budget:		
	Accurate Budget Summary documents coordinated with OMB and USDA policy officials, are produced to coincide with the submission of the President's Budget.	Yes	Yes
	Funding adjustments including reprogramming and interchanges, are coordinated with OMB and forwarded to USDA policy officials with a complete analysis of implications.	Yes	Yes
	Funding allocations, transcripts, and the Catalog of Federal Domestic Assistance are reviewed for accuracy and completeness.	Yes	Yes
	Agency appeals are coordinated and communicated to Departmental policy officials and OMB regarding passbacks	Yes	Yes
	Due to the production of complete and concise explanatory notes, USDA programs and their funding are better understood by Department officials and Congressional staff, improving decisionmaking regarding USDA programs:		
Goal 3: Ensure the Department's legislative proposals and regulatory actions are analytically adequate and consistent with Departmental and Administrative policy.	Accurate Explanatory Notes are prepared, coordinated with OMB, and submitted to Congress in support of the President's Budget.	Yes	Yes
	As a result of OBPA monitoring of staff years, Departmental officials can make more informed staffing decisions to best manage programs and the delivery of services:		
	Agency and Departmental use of staff years are monitored and analyzed.	Yes	Yes
	Development of legislative reports and proposals supported by adequate analyses and consistent with Departmental policy:		
	Number of legislative reports and proposals reviewed.	600	570
	The USDA Legislative Program: critical agency legislative proposals are submitted to OMB.	Yes	Yes
	Development of regulations consistent with Administration and Departmental policy:		
	Number of regulations reviewed.	100	80
	Number of work plans reviewed.	300	445
	The Annual Regulatory Plan and Semi-annual Regulatory Agenda: updates are coordinated with USDA agencies to ensure it can be completed and submitted in a timely manner, and that new entries have policy clearance.	Yes	Yes

Strategic Goal/ Management Initiative	FY 1999 Performance Goals	Performance	
		Target	Actual
Management Initiative 1: Build a more productive and diverse workforce	Maintain or increase the percent of all employees who receive training or other professional development.	46%	44%**
	Ensure employees are treated with dignity and respect and provided equal employment opportunities:  Number of EEO and discrimination complaints filed.	0	0
	Increase or maintain the percentage of female and minority OBPA employees:  Percentage of Females.	52.2%	51.0%
	Percent of Black/Hispanic/Asian.	29.4%	29.5%

**Goal 1:** Assist the Office of the Secretary and other policy officials in decisionmaking and policy implementation by providing objective information and analyses regarding the Department's programs and policies.

**Objective:** Conduct policy and program analyses, and other reviews that provide objective and analytically sound information.

Provide information and analyses that are valuable and useful to decision makers.

Agency/mission area documents are analyzed for accuracy and consistency with current policy.

Target: Yes  
Actual: Yes

Decision and other evaluation-type memoranda are prepared to inform the Office of the Secretary about the issues and alternatives.

Target: Yes  
Actual: Yes

Briefing materials are prepared for the Office of the Secretary to provide information and analyses about various issues.

Target: Yes  
Actual: Yes

Analytical support and evaluations are provided for major Departmental initiatives.

Target: Yes  
Actual: Yes

**1999 Data:** This information is based on actual achievements in meeting prescribed deadlines and suspense dates as set forth by the Office of the Secretary and the Office of the Executive Secretariat, and on feedback from policy officials on analytical information provided by OBPA.

**Analysis of Results:** OBPA met all of its targets under Goal 1. The achievements annotated above facilitated informed decision making by the Secretary and other senior policy officials.

**Current Fiscal Year Performance:** OBPA will continue to monitor and evaluate data submitted by agencies for accuracy, reliability and conformity to current assumptions, policies and applicable laws. OBPA expects to meet all of the targets again in FY 2000.

**Program Evaluations:** None.

**Goal 2:** Ensure the Department's Budget is consistent with policy decisions and that resources are allocated to agencies consistent with priorities and applicable laws.

**Objective:** Coordinate the preparation and presentation of a Departmentwide budget and monitor the allocation of resources to the agencies.

The USDA budget and its components are supported by sound justifications, consistent with policy direction, and submitted with the President's Budget.

Accurate Budget Summary documents coordinated with OMB and USDA policy officials, are produced to coincide with the submission of the President's Budget.

Target: Yes  
Actual: Yes

Funding adjustments including reprogramming and interchanges, are coordinated with OMB and forwarded to USDA policy officials with a complete analysis of implications.

Target: Yes  
Actual: Yes

Funding allocations, transcripts, and the Catalog of Federal Domestic Assistance are reviewed for accuracy and completeness.

Target: Yes  
Actual: Yes

Agency appeals are coordinated and communicated to Departmental policy officials and OMB regarding passbacks.

Target: Yes  
Actual: Yes

Due to the production of complete and concise explanatory notes, USDA programs and their funding are better understood by Department officials and Congressional staff, improving decision making regarding USDA programs.

Accurate Explanatory Notes are prepared, coordinated with OMB, and submitted to Congress in support of the President's Budget.

Target: Yes  
Actual: Yes

As a result of OBPA monitoring of staff years, Departmental officials can make more informed staffing decisions to best manage programs and the delivery of services.

Agency and Departmental use of staff years are monitored and analyzed.

Target: Yes  
Actual: Yes

**1999 Data:** This information is based on actual achievements in meeting prescribed deadlines. Accomplishments were based on OBPA's work in developing, presenting, and monitoring the USDA Budget. All publications and supporting documentation related to the President's Budget were released on schedule.

**Analysis of Results:** OBPA met all targeted performance goals based upon feedback from the Secretary, senior policy officials, Congressional staffs, OMB, Treasury, and other customers and clients. However, OBPA plays a much larger role in the budget process than just producing these outputs and ensuring they are complete, accurate, and consistent with Departmental and Administration policy. The performance goals attempt to capture OBPA's role in ensuring the budget documents contain the information and analyses needed to support informed decisionmaking throughout the budget process. OBPA prepared and presented a series of technical, non-policy budget briefings for Congressional staff, the news media, special interest groups, and the general public when the Administration issued the FY 2000 budget proposals. These briefings were attended by over 100 Congressional staff and members of the media. OBPA also distributed about 2,000 copies of the Budget Summary document to Congressional Committees, the media, State governments, farm groups, and others interested in USDA programs. OBPA made the FY 2000 Budget Summary available through the Internet.

**Current Fiscal Year Performance:** OBPA continues to support these processes in FY 2000.

**Program Evaluations:** None.

**Goal 3:** Ensure the Department's legislative proposals and regulatory actions are analytically adequate and consistent with Departmental and Administration policy.

**Objective:** Provide appropriate oversight and analysis of legislative and regulatory actions.

Development of legislative reports and proposals supported by adequate analyses and consistent with Departmental policy:

Number of legislative reports and proposals reviewed.

Target: 600  
Actual: 570

The USDA Legislative Program: critical agency legislative proposals are submitted to OMB.

Target: Yes  
Actual: Yes

Development of regulations consistent with Administration and Departmental policy:

Number of regulations reviewed.

Target: 100  
Actual: 80

Number of work plans reviewed.

Target: 300  
Actual: 445

The Annual Regulatory Plan and Semi-annual Regulatory Agenda: updates are coordinated with USDA agencies to ensure it can be completed and submitted in a timely manner, and that new entries have policy clearance.

Target: Yes  
Actual: Yes

**1999 Data:** The data on the proposals, regulations, and workplans are maintained in the Legislative Reports Tracking System. The system continues to be a key element in OBPA's efforts to coordinate, monitor, and provide information on the large volume of legislative reports, proposals, bills, and resolutions received by the Department. However, it is not necessarily the numbers of these activities that measure performance, but rather the value and usefulness to decisionmakers of the information, analyses, and oversight OBPA provides.

**Analysis of Results:** OBPA met targets in FY 1999 that are most important to achieving this goal based on feedback from the Secretary, senior policy officials, Congressional staffs, OMB, and other interested groups. Development of regulations, legislative reports, and proposals were supported by adequate analyses and were consistent with Departmental policies. Targets for numbers of legislative reports and regulations reviewed were established based on prior year data. Actual numbers of these items submitted to OBPA for review during FY 1999 were lower than anticipated. In any event, OBPA reviewed and provided input, as appropriate, on all documents submitted.

During FY 1999, OBPA assisted in the preparation of 570 legislative reports. OBPA was also actively involved in the review, clearance, and publication of 364 Departmental regulations including: income and disaster assistance for farmers and ranchers; food safety; crop insurance; and food program regulations.

Several major legislative initiatives were transmitted to the Congress in FY 1999. OBPA was instrumental in providing analyses vital to the passage of the 1999 Agriculture Appropriations Act and Supplemental Appropriations Act which provided income and disaster assistance to farmers. OBPA prepared budget impact analyses and issue and background papers for use with both the Executive Branch and the Congress in dealing with this legislation.

**Current Fiscal Year Performance:** OBPA will continue to monitor and evaluate data submitted by agencies for accuracy, reliability and conformity to current policies and applicable laws. OBPA expects to meet all of the targets again in FY 2000.

**Program Evaluations:** None.

**Management Initiative 1:** Build a more productive and diverse workforce.

**Objective:** To overcome the barrier of not being able to recruit well qualified minority candidates and to retain minority employees after hiring.

Maintain or increase the percent of all employees who receive training or other professional development.

Target: 46%  
Actual: 44% \*\*

\*\* All employees of the OBPA received Civil Rights training on Sexual Harassment; GS-13 to GS-15s received Ethics training; and 44% of OBPA employees received other professional development.

Ensure employees are treated with dignity and respect and provided equal employment opportunities:

Number of EEO and discrimination complaints filed.

Target: 0  
Actual: 0

Increase or maintain the percentage of female and minority OBPA employees:

Percentage of Females.

Target: 52.2%  
Actual: 51.0%

Percent of Black/Hispanic/Asian.

Target: 29.4%  
Actual: 29.5%

**1999 Data:** Data are derived from reports from the National Financé Center data base and internal records.

**Analysis of Results:** OBPA met its goal related to this management initiative despite slight deviations from targets. OBPA implemented and enforced applicable policies, regulations, rules, and memoranda developed as a result of the Civil Rights Action Team Report. OBPA also invested resources for employee training, to include off-site training, and employee development in career advancement programs.

Career ladder vacancy announcements were disseminated to "All Sources" in an effort to attract a diverse pool of applicants for job openings in OBPA.

No official or documented EEO complaints were filed against OBPA in FY 1999.

**Current Fiscal Year Performance:** OBPA reemphasized the need and importance of EEO training and implemented and embraced on-line training as a mode to ensure that this training was accessible to all employees in the agency.

**Program Evaluations:** None.